



Maryland Department of
Juvenile Services
Treating • Supporting • Protecting

RECRUITMENT AND EXAMINATION ANNOUNCEMENT

This is a Position Specific Recruitment for the Department of Juvenile Services. The resulting eligible list will be used to fill this position or function only. Persons interested in future vacancies in the DJS Resident Advisor Supervisor job classification must reapply at that time. Please see information about where to apply on back of this job announcement. Sending your completed application to an incorrect address may result in not being considered for this recruitment.

POSITION TITLE: **DJS Resident Advisor Supervisor**
 Announcement Number 11-2609-001
 (List the job title and announcement number on your application)

SALARY: **\$37,030 - \$58,317**

LIMITATION ON SELECTION: **Must be a Current DJS Employee**

CLOSING DATE: **Open and Continuous**

POSITION DUTIES: The Department of Juvenile Services is currently accepting applications for the DJS Resident Advisor Supervisor position. This is a promotional classification limited to current DJS employees who must obtain MCTC certification. Current vacancies are at **Cheltenham Youth Facility in Prince George's County, MD; Backbone Mountain Youth Center in Garrett County, MD and Alfred D. Noyes Children's Center in Rockville, MD.** The position will provide supervision and guidance to youths residing in a facility operated by the Department of Juvenile Services by observing and interacting with youths, assisting them with everyday life skills and advising them of appropriate alternative behaviors as needed.

MINIMUM QUALIFICATIONS:

Education: High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education as described in the Correctional Training Commission regulation.

Experience: Three years of experience providing supervision and guidance to youths in a juvenile facility or juvenile services community program for at-risk youth.

- Notes: 1. The above educational requirement is set by the Maryland Correctional Training Commission in accordance with the Correctional Services Article, Section 8-209.
2. Possession of an Associate of Arts degree in Criminal Justice or the social or behavioral sciences from an accredited college or university or sixty credit hours from an accredited college or university, including 15 hours in criminal justice or the social or behavioral sciences may be substituted for up to one year of the required experience.

LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Candidates must be fully certified by the Maryland Correctional Training Commission prior to appointment and are required to maintain certification while employed.
2. Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. In accordance with the Correctional Services Article of the Maryland Annotated Code, Section 8-209, the Maryland Correctional Training Commission shall establish the minimum qualifications for probationary or permanent appointment of a Department of Juvenile Services employee in a mandated position. These requirements are listed in detail in the Code of Maryland Regulations 12.10.01.04, general regulations of the Maryland Correctional Training Commission, and include;
 - U.S. Citizenship or Resident Alien status
 - Must be at least 18 years of age
 - A thorough background check, including fingerprinting and drug testing
 - An oral interview, and
 - Physical and psychological examinations.
2. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

SELECTION PROCESS AND ASSESSMENT: Applicants who meet the minimum qualifications and Limitation on Selection will be placed on the eligible list categorized as BEST QUALIFIED. Candidates shall be certified to the employment list for a period of one year. This list will be used by hiring agencies to select employees.

EXAMINATION: You will be rated on the basis of the information contained in your application. It is essential that you give complete and accurate information on your application.

TO APPLY: Applications will be evaluated based on materials submitted in relation to the above responsibilities and requirements. Therefore, it is important to provide complete and accurate information. To be considered for this position, a Maryland State Employment application for DJS Resident Advisor Supervisor with appropriate announcement number must be received at the address listed:

**Maryland Department of Juvenile Services
Recruitment & Examination Division
One Center Plaza
120 W. Fayette Street
Baltimore, MD 21201**

Equal Opportunity Employer
Appropriate accommodations for individuals with disabilities are available upon request by calling:
410-230-3282
For recorded job information call: 410-230-3487

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES

- ✓ Medical/Health Insurance Plans:

PPO Plans

- CareFirst Blue Cross/Blue Shield PPO
- United Healthcare PPO

POS Plans

- CareFirst Blue Cross/Blue Shield MPOS
- Aetna Choice POS II
- United Healthcare Choice Plus POS

EPO Plans

- CareFirst Blue Cross/Blue Shield EPO
- Aetna Select EPO
- United Healthcare Select EPO

- ✓ Prescription Plan
- ✓ Dental Plans:
 - United Concordia DPPO
 - United Concordia DHMO
- ✓ Term Life Insurance Plan
- ✓ Personal Accidental Death and Dismemberment Plan
- ✓ Long Term Care Plan
- ✓ FREE Vision Plan
- ✓ Flexible Spending Accounts:
 - Health Care Spending Accounts
 - Daycare Spending Accounts
- ✓ State Retirement and Pension System
 - Employees are vested in the pension system after five years of employment

Tax-deferred supplemental retirement savings plans:

- 457
- 403(b)
- 401(k)

- ✓ SECU Credit Union
- ✓ Direct Deposit
- ✓ Savings Bonds
- ✓ Maryland Prepaid College Savings Plans
- ✓ Paid Holidays: 11-12 per year
- ✓ Annual Leave
 - Up to five years of service, 10 days earned per year
 - Five to 10 years of service, 15 days earned per year
 - 10-20 years of service, 20 days earned per year
 - 20+ years of service, 25 earned per year
 - Employees may carry over up to 10 weeks of annual leave per year
- ✓ Personal Leave: Six days per year
- ✓ Sick Leave: 15 days per year, unlimited accrual
- ✓ Compensatory Leave
- ✓ Military Leave
- ✓ Leave Bank and Employee-to-Employee Leave Donations
- ✓ Employee Assistance Program
- ✓ Flextime and Teleworking opportunities for some positions

* Please note that the benefit information provided pertains to full-time, permanent employees. Health benefits coverage is available to qualified domestic partners. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.